CITY OF LONG BEACH

DEPARTMENT OF HEALTH & HUMAN SERVICES * BUREAU OF ENVIRONMENTAL HEALTH

2525 Grand Avenue, Room 220, Long Beach, Ca 90815 562-570-4132 Fax 562-570-4038

www.longbeach.gov/health/eh/food/tff.asp

COMMUNITY EVENT ORGANIZER PERMIT APPLICATION

****Applications must be submitted two weeks prior to the event****

Refer to the Temporary Food Facility (TFF) Guidelines for more information available online

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TEMPORARY FOOD FACILITY WAREWASHING SINKS

- One ware-washing sink may be shared by up to four TFF's if provided by the Event Organizer.
- Ware-washing sink must be within 50 feet of TFF's, have overhead protection, and be inaccessible to the public.
- ***Event Organizer is required to have emergency contact information for liquid waste removal company

Ware-washing facilities provided by: ☐ Event Organizer ☐ Food Facility Operator

Total number of three-compartment sinks to be provided: ☐
(1 three-compartment sink for every eight (8) food preparation booths)

Method of liquid waste removal: ☐ Plumbed to the sewer line ☐ Drained to a waste holding tank

Waste tank maintenance schedule: ☐ times/day ☐ times/hour

Waste Tank Removal Company Information*		
	Name:	
	Telephone #:	
	Address:	

FOOD HANDLER TOILET FACILTIES

- One toilet is required per 15 food workers and must be located within 200 feet of all food facilities.
- Hand-washing facilities must be adjacent to toilet facilities.

Total Number of TFF, truck, and cart worker: ☐ **Number of toilets available:** ☐

Distance from TFF/Food Truck(s): ☐ **Number of hand-washing sinks:** (one hand-washing sink for every toilet) ☐

How are hand-washing facilities supplied with warm & cold running water? ☐ Approved plumbing system ☐ Reservoir Tanks

PUBLIC TOILET FACILITIES

Number of attendees anticipated during peak hours of operation: ☐ **Number of toilets provided:** ☐

Number of hand-washing sinks (at least 1 hand-washing sink for every 10 toilets with 1 ADA toilet): ☐

How are hand-washing facilities supplied with warm & cold running water? ☐ Approved plumbing system ☐ Reservoir Tanks

For multi-day events how often are toilets serviced? ☐ **times/day**

Application Signature: _____ **Date:** _____

OFFICE USE ONLY	
Permit #: _____	**Mailed:** _____

DEPARTMENT USE ONLY

☐ **Approved** ☐ **Rejected** **Permit #:** _____ **Date Mailed:** _____

☐ Non Profit Event Organizer Fee	$ 90.00
☐ Event Organizer Fee:	$ 180.00
☐ Late Fee Added: **(If Less Than 2 Weeks Prior To Event Add not applied to nonprofit organizer)**	$ 63.00
☐ Copies of application	$ 3.00

Total Amount Paid: $ _____

Approved By: _____ Date: _____

Comments/Notes: _____

_____

_____

_____

CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUREAU OF ENVIRONMENTAL HEALTH
Consumer Protection Program
2525 Grand Avenue, Room 220, Long Beach, California 90815
Phone 562-570-4132 Fax 562-570-4038

Credit Card Authorization Form

Date: _____

Payment for Services Rendered:

□ Organizer □ Temporary Food Facility □ Farmers Market Temporary Food Facility

□ Mobile Special Event TFF □ Other: _____

Name on Credit Card: _____

Name Of Facility/Booth: _____

Name Of Event: _____

Type of Card: □ Master Card □ Visa
(Please check one)

Account #: _____

Expiration Date: _____

Security Code: _____

Billing Address: _____

City, State, Zip _____

Phone Number: _____

Total Amount Charged: $ _____

By signing this form you authorize, Long Beach Health Department, Bureau of Environmental Health, to charge your credit card for the amount listed above

Signature: _____

Please email authorization form to claro.rufo@longbeach.gov

COMMUNITY EVENT ORGANIZER RESPONSIBILITIES

Event Organizer Responsibilities:

- Complete and Event Organizer Application/Permit, including a master list of all food vendors (temporary food facilities and carts) along with a site plan showing the proposed locations of all of the food vendors, restrooms, and all shared utensil washing, hand-washing, and janitorial facilities.

- **Two weeks prior to the event,** submit to the Bureau of Environmental Health Services office a completed Community Event Organizer Application, all participating TFS applications, and the appropriate fee for the Event organizer Permit. A late fee of **$63.00** will be assessed for late application.

- Arrange to have potable water available and an approved wastewater disposal site.

- Consider electricity needs of the vendors.

- Ensure that each food vendor is storing and preparing all food in an approved booth/area at the event or in a facility with a current health permit, and that each vendor is complying with all City of Long Beach Temporary Food Facility Operating Requirements.

Permits Required:

An Event Organizer Application/Permit is required, as well as permits for each Temporary Food Booth prior to opening for business.

Fees: Subject to Change

For Profit:

Community Event Organizer Permit	**$180.00**
Community Event Organizer Permit Late Fee (if less than two weeks prior to the event add)	**$ 63.00**
Prepackaged Temporary Food Stand	**$ 72.00**
Unpackaged Temporary Food Stand	**$ 135.00**
Sampling Temporary Food Stand	**$ 100.00**
Temporary Food Stand Late Fee (if less than 7 calendar days prior to the event add per booth)	**$ 46.00**
Field Licensing Charge ($30.00 + $46.00 + applicable application fee from above)	**$ 76.00**
Copies of Application	**$ 1.60**

For Non-Profit:

Community Event Organizer Permit	**$ 90.00**
Prepackaged Temporary Food Stand	**$ 35.00**
Unpackaged Temporary Food Stand	**$ 65.00**
Sampling Temporary Food Stand	**$ 50.00**

Late Fees:

Vendors with multiple booths are subject to a late fee of **$44.65** per booth if the application is not received on time. Individuals, organizations, or groups, which do not obtain a health permit prior to the event, are subject to closure and a penalty not to exceed **three times** the cost of the permit.

Food Safety Requirements:

All food booths must comply with the Temporary Food Facility Operating Requirements set for by the City of Long Beach, Bureau of Environmental Health.

THE COMMUNITY EVENT ORGANIZER IS RESPONSIBLE FOR THE MAINTENANCE AND PROPER OPERATION OF ALLSHARED FACILITIES. THE COMMUNITY EVENT ORGANIZER IS ALSO RESPONSIBLE FOR ENSURING THAT ALLTEMPORARY FOOD FACILITIES ARE IN COMPLIANCE WITH ALL APPLICABLE SECTIONS OF CALIFORNIA HEALTH AND SAFETY CODES (CalCode).

For additional information contact **Claro Rufo** at **562-570-4142** or email: claro.rufo@longbeach.gov

Make Check Payable to: **City of Long Beach**
Department of Health and Human Services • Bureau of Environmental Health
2525 Grand Avenue, Room 220, Long Beach, CA 90815

SIGNATURE OF APPLICANT **DATE**

SUBMIT A SITE PLAN WHICH INCLUDES THE FOLLOWING:

1. Location of all temporary food facilities, restrooms, and wastewater disposal.

2. Location of all toilets

   Note:
   - ☐ One toilet facility must be provided for each 15 employees within 200 ft., from the booths.
   - ☐ An approved hand washing facility with soap and paper towel must be adjacent to toilet provided.
   - ☐ A minimum of one (1) chemical or portable toilet with hand washing station set-up (including single-use soap and paper towels) is required for every 250 people or portions thereof that attend your event.
   - ☐ One (1) out of every ten (10) portable restroom must be ADA accessible.

3. Location of all ware-washing sinks (3 compartment sink)

   Note:
   - ☐ Food grade hoses are typically white and labeled "food grade." ***Garden type hoses are not acceptable***.
   - ☐ A maximum of four (4) booths may share one (1) three (3) compartment utensil sink
   - ☐ Overhead protection is required for all 3- compartment sink.

4. Location of janitorial facilities.

Note: The site plan must be drawn to scale and according to the guidelines listed in the Community Event Organizer section of the City Of Long Beach Temporary Food Facilities guidelines.

Refer to the Temporary Food Facility (TFF) Guidelines for more information available online at
www.longbeach.gov/health/eh/food/tff.asp

COMMUNITY EVENT MAP

Please provide the distances between the vendors and the restroom, janitorial, and had wash facilities, as well as the distance to any three-compartment sinks provided.

V# Food Vendor # is to correspond with the numerated Food Vendor List Attached

RR Restroom Facilities

J Janitorial Facilities

HW Hand-washing Station

SS Three Compartment Sink(s) Provided

FOOD VENDOR LIST

CODES:

V #:	Identification Number For Mapping Purposes
Name Of Food Vendor:	Food Vending Business
Contact Person:	Person Responsible For Booth
Address:	Mailing Address of Contact Person
Phone #:	Phone Number of Contact Person
Type:	Pre-Pkg. TFS (prepackaged food booth)
	Un-Pkg. TFS (unpackaged food booth) (ex. Catering truck, cart, etc.)

V#	Name of Food Vendor	Contact Person	Address	Phone #	Type

CITY OF LONG BEACH
DEPARTMENT OF HEALTH & HUMAN SERVICES
BUREAU OF ENVIRONMENTAL HEALTH
2525 Grand Avenue, Room 220, Long Beach CA 90815
562-570-4132

ATTENTION NON-PROFIT EVENT OPERATORS

NEW POLICY REGARDING SPECIAL EVENTS FOR NON-PROFITS

DID YOU KNOW…

- Non –profit organizations get discounted special event food permits
- Non-profit organizers get three free temporary food booth permits for each event.
- Late fees and field licensing fees are waived for non-profit organizations.
- ***Free training is provided for all organizers and food booth operators on the first Thursday of every month at 3:00-5:00 p.m. at 3820 Cherry Avenue, Long Beach, CA 90807. Contact: Claro Rufo at 562-570-4142.***
- When attending our free training, you are eligible for a discount on your special event food permit fee.
- A special event facilitator is available to assist you in completing and obtaining your special event food permits.
- Food safety materials are available online at www.longbeach.gov/health/eh/food/tff/asp
- Special Event Organizer and Temporary Food Stand Permit applications are available online at www.longbeach.gov/health/eh/food/tff.asp
- If your event is less than 4 hours in duration, including setup, and you are serving certain foods, you may not need a special event food permit. For more information contact Claro Rufo at 562-570-4142 or Jackie Hampton at 562-570-4132.

If you are a for profit organization donating 100% of your food proceeds to a non-profit organization, and you complete certain health department forms, you do not need a special event food permit.

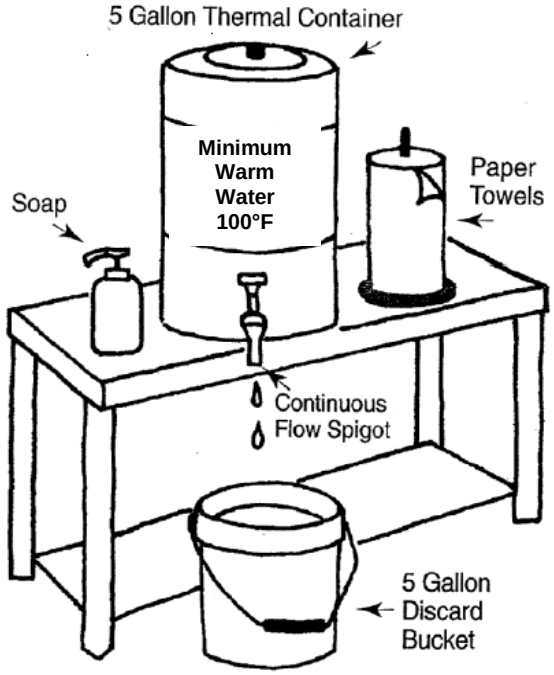
Documentation Acceptable as Proof Of Non-Profit Status

Document	***Source***
1. Article of Incorporation as a nonprofit organization	Secretary of State
2. IRS letter showing organization to be Tax Exempt	Internal Revenue Service
3. State Franchise Tax Board letter showing organization Tax Exempt	Franchise Tax Board
4. Certificate of Registration with the State Registry of Charitable Trusts	State Registry of Charitable Funds
5. Statement of Accountability	A statement from the nonprofit organization stating how the funds are disbursed and amount of overhead expenses

Documents may be faxed to 562-570-4038 or email Claro.Rufo@longbeach.gov

Food Preparation

TEMPORARY HAND WASHING STATION



REQUIRED AT EACH
FOOD PREPARATION , OPEN FOOD SAMPLING & BEER/SPIRITS BOOTH

The temporary hand washing station shall consist of at least a 5-gallon insulated container with hands free spigot that provides a continuous flow of **warm** potable water minimum of (100°F), liquid soap in a pump dispenser, single use paper towels and a 5-gallon bucket to collect the dirty water.

CITY OF LONG BEACH

DEPARTMENT OF HEALTH & HUMAN SERVICES * BUREAU OF ENVIRONMENTAL HEALTH

FOOD PROGRAM

2525 Grand Avenue, Room 220, Long Beach CA 90815

562-570-4132 Fax 562-570-4038

Email: Claro.rufo@longbeach.gov

TEMPORARY FOOD FACILITY PERMIT APPLICATION

Refer to the Temporary Food Facility (TFF) Guidelines for more information available online

SPECIAL EVENT INFORMATION

Date of Application:		**Date Of Event:**	
Name Of Event:			
Location Of Event:			
Time(s) Of Event:		**Number Of Days:**	
Name Of Event Organizer /Promoter:			

TEMPORARY FOOD FACILITY OPERATOR INFORMATION

Name of Food Facility / Booth:			
Facility Operator Name:		**Driver's License #:**	
Mailing Address:			
Telephone #:		**Message #:**	
Email:		**# of Food Employees:**	

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FOOD PREPARATION AT OTHER LOCATION
All food preparation must be completed either in the approved temporary facility or at a permitted food facility. Identify and facility where advanced preparation will take place. **An agreement form must be submitted for food preparation at a permitted food facility**
Name of Facility: _____ Permit #: _____
Address of Facility: _____
Method of food temperature control used during transportation:

EQUIPMENT/UTENSIL USED
Will multi-use kitchen utensils (knives, scoops, spatulas, bowls, etc.) be used inside the booth for food preparation? ☐ Yes ☐ No
Identify all **equipment** that will be used in food preparation at the food both: ☐ Barbecue Grill ☐ Range Burner ☐ Deep Fryer ☐ Griddle ☐ Char-broiler ☐ Mixer ☐ Blender ☐ Other (Specify):
Identify all **utensils** that will be used in food preparation at the food booth:
Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.)

FOOD TO BE SOLD/SERVED

All food preparation shall be completed either in the temporary food facility or at a permitted food facility

List food items to be sold/served: (teriyaki chicken, tacos, salsa, condiments etc.,)	**Check if commercially pre-packaged:** (un-opened, original containers)	**Identify types of preparation at other location:** (cutting, washing, cooking, etc.,)	**Identify types of preparation at booth:** (assembly, portioning, cooking, etc.)	**Identify means of temperature control at booth:** (steam table, refrigerator, ice chests, etc.,)
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TEMPORARY FOOD FACILITY SELF CHECKLIST

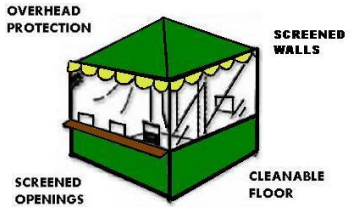
HEALTH PERMIT MUST BE PROMINENTLY DISPLAYED ON BOOTH

All items must be completed prior to serving food to the public

Food Booth Construction

Open or Non-prepackaged foods

- ☐ Booth is entirely enclosed with all four complete sides, ceiling, and a floor
- ☐ Floor is smooth and cleanable. Plywood, tarp, pavement, and asphalt is acceptable
- ☐ Walls and ceiling is constructed of plywood, canvas, fine mesh (16-mesh)
- ☐ Pass through window or door to access adjoining BBQ area
- ☐ Food pass through openings 18" high x 24" wide maximum
- ☐ Signage (visible to the public/can be posted at the front of booth) must include the following:
  - Facility and Operator Name at least 3" in size.
  - Facility City, State, and Zip Code at least 1" in size
  - In contrasting colors with the surface on which it is posted
- ☐ Trash container with lids.



For Prepackaged Food

- ☐ Booth with overhead protection only
- ☐ No flooring requirements required.

Food Handling – Sanitary Requirements

Food Preparation

- ☐ Food stored at least 6" off the ground
- ☐ All food contact surfaces are smooth, easily cleanable, and nonabsorbent

Food Handling

- ☐ Food prepared or stored in a private residence is prohibited
- ☐ All food preparation shall take place within an approved food facility or food booth
- ☐ Food handlers shall follow proper hand washing practices, wear clean clothes, properly restrain hair and be in good health.
- ☐ Bare hand contact with ready to eat food is minimized. Serving utensils, disposable plastic gloves, or tissues are used to prevent bare hand contact with food.

Temperature Control

- ☐ Adequate cold storage (ice chests with ice, refrigerated trucks or refrigerators)
- ☐ Cold food must be maintained at 45° F or below. If ice is used to hold cold food, surround/cover food with ice.
- ☐ Adequate hot storage (steam tables, chafing dishes, electric stove, heat lamps, and crock pots)
- ☐ Hot food must be maintained at 135°F or above.
- ☐ A Metal, probe thermometer to measure food temperature must be available in the booth.

ALL POTENTIALLY HAZARDOUS FOODS HELD AT OR ABOVE 135°F OR AT 45°F SHALL BE DISCARDED AT THE END OF THE DAY

Hand Washing Facilities

- ☐ A container with a spigot or drain valve (allow for continuous water flow) containing a minimum of 5 gallons warm /hot water minimum temperature 100 °F. which provides for hands- free washing. (Turn over page for illustration of proper hand-wash set-up).
- ☐ Liquid soap in a pump dispenser
- ☐ Single use paper towels
- ☐ A bucket to collect wastewater

Utensil Washing Facilities

- ☐ Access to a 3-compartment sink with integrally installed stainless steel drain boards with hot (120°F) and cold running water.
- ☐ Soap for dish washing
- ☐ Sanitizer for dish washing
- ☐ Sanitizer test kit

Food Handlers

- ☐ Clean outer garments for all food handlers
- ☐ Hair of all food handlers is restrained with hairnets or hats
- ☐ Provide adequate number of tongs, spoons, long handed forks, disposable gloves, or tissue

Food Protection

- ☐ Condiments in containers with a hinged lid, squeeze bottle, pumps, or individual packets
- ☐ Sneeze guards for steam table and open food
- ☐ Ice used for refrigeration is not used for beverage consumption

Multi-Day or Night Events

- ☐ Adequate lighting for cleaning and handling food
- ☐ Lockable food containers for overnight storage
- ☐ Refrigeration

COMPLETION OF THE CHECKLIST DOES NOT GUARANTEE COMPLIANCE WITH STATE LAW. THIS IS SOLELY INTENDED AS A GUIDELINE FOR PROPER BOOTH SET UP

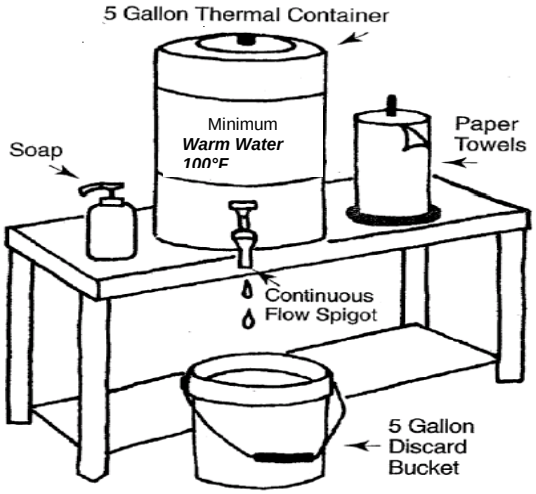
FOOD SAMPLING REQUIREMENTS

In an effort to increase sales of a food product or a piece of cooking equipment, samples of a food are sometimes given to the consumer. Food is defined as any raw or processed substance, ice, beverage, including water, or ingredient intended to be used as food, drink, confection or condiment for human.

1. A temporary food facility permit from the City of Long Beach is required when selling or giving away food to the public, and/or when food samples are being given to the public. Permit must be displayed at booth for review during inspection.

2. A temporary hand washing station shall consist of at least 5-gallon insulated container with hands free spigot that provides a continuous flow of warm potable water minimum of (100 F), liquid soap in a pump dispenser, single use paper towels and a 5-gallon bucket to collect the dirty water.

This hand-wash station must be setup prior to preparing and handling food/food samples.

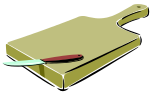


Minimum handwashing sink

3. Food samples must be protected from contamination, and where available for customer self-service, must be pre-packaged, or available only from dispensing devices, or handed out individually by a booth employee to each customer. If toothpicks are used in food samples, the toothpicks must already be inserted into food sample by booth operator to avoid contamination of supply of toothpicks by customers.

Examples of dispensing devices include squeeze bottles and shaker bottles.

4. Food preparation (cutting, slicing, peeling, portioning, cooking, etc) of samples must be done at least 3 feet away from customers to protect foods from contamination. Sneeze guards can be used to protect food from customer contamination (i.e., sneezing, touching, hair, etc.).

5. Food Samples that are potentially hazardous foods (i.e., dairy products, meats, cooked foods, cut melons) must be kept cold at or below 41° F or hot at or above 135° F.

6. **All sampling utensil (i.e., cutting boards, knives, serving spoons, etc.) must be washed, rinsed and sanitized in a 3-compartment sink every 4 hours. All food equipment and preparation surfaces must be smooth, easily cleanable, and nonabsorbent.**